Hauraki Primary School
Policy Document

Generative Artificial Intelligence (AI)

Rationale
Hauraki school students and staff will be responsible, ethical, and productive users of Information and Communication Technologies (ICT) in the school and in society in accordance with the values of Hauraki school, and the principles and values in the New Zealand curriculum.

Purpose:
The Hauraki School Board (the Board) acknowledges that generative artificial intelligence (AI) can support student learning, administrative processes, and professional development but must be used with caution and in line with educational values and principles. The Board is responsible for providing guidance to all staff on the responsible and ethical use of AI technologies in the school environment.

Guidelines:

1. We understand the benefits of technology to support learning, and that the responsible, safe and effective use of technology is in and of itself a valuable skill. We recognise that as with any technology, AI has its challenges and limitations. We will endeavor to ensure that our students, staff and community are well informed, and well prepared for the use of this technology in a learning context.

Staff guidelines

Responsible use of AI

2. Staff must ensure that AI is used ethically, transparently and non-discriminatorily to support the welfare of students and contribute positively to the educational experience. AI tools should be:

    - Used in a manner that respects students' privacy, well-being, and rights, including respecting confidentiality and not using AI for purposes beyond the intended educational goals.
    - Fair and inclusive, ensuring that all students have equal access and opportunities for learning.
    - Clearly communicated to students and parents when being used in educational settings. Any AI tools used for assessment, feedback, or content generation should be clearly explained.

- Any data gathered through AI systems must be handled according to New Zealand's privacy laws and regulations, including the Privacy Act 2020. Personal student data should never be shared or used inappropriately.

AI in teaching and learning

3. When integrating AI into learning environments, AI must be used to enhance, not replace, teacher-led instruction. AI can supplement learning through personalisation or adaptive feedback but must not diminish the central role of the teacher.

4. Students must be guided in critically evaluating AI content. Teachers must explicitly teach students how to question, verify, and interpret AI-generated outputs, and recognise:

    - Bias: AI can reflect or amplify societal and cultural biases in its training data.
    - Inaccuracy: AI may provide plausible sounding but incorrect or outdated information.
    - Misinformation: AI can unintentionally produce misleading or harmful content if not used with care.

5. Staff must model integrity and digital citizenship by showing how to responsibly and ethically interact with AI tools. This includes actively monitoring and discussing AI-generated feedback or answers with students to reinforce discernment and accountability.

6. Ensure all students using AI have read, understood and signed the Student Policy, as set out in Appendix One.

AI and student data

7. Staff must adhere to strict guidelines when using AI tools that process student data by:

    - Obtaining explicit consent from parents and guardians where required.
    - Ensuring that data collected by AI systems is secure, anonymized where appropriate, and stored safely.
    - Regularly reviewing and auditing AI tools to ensure compliance with data protection laws.

AI in administration

8. AI tools may be used for administrative functions such as scheduling, communication, student assessments, and data management.

9. The school will ensure that AI tools used for administrative decision-making are transparent, accurate, and fair.

10. Any use of AI for decision-making processes (e.g., student performance analysis, resource allocation) will include human oversight and intervention.

Training and professional development

11. Staff are encouraged to participate in training and professional development opportunities that focus on:

    - Understanding ethical considerations and potential risks of AI use.
    - Learning how to identify and explain biases or flaws in AI tools.
    - Staying current with developments in AI and educational technology.
    - Developing strategies to teach students critical thinking and digital discernment when working with AI.
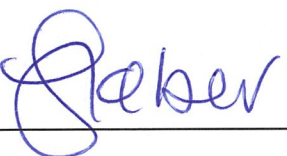
Consequences of misuse

12. We respond to AI misuse according to our Staff Discipline policy. It may also be appropriate for misuse to be considered against other school policies, including Sexual Harassment and Crisis Management.

Student guidelines

13. To use AI students must have read and understood the Student Policy (Appendix A)

14. We respond to AI misuse according to our Discipline policy. It may also be appropriate for misuse to be considered against other school policies, including Crisis Management.

Concerns and complaints

15. If a parent, caregiver, or whanau has concerns about AI, they should raise those concerns with the school in the first instance. Any concerns or complaints about the implementation of this policy will be considered in line with the Board's Concerns and Complaints policy.

Signed: _Reber_   Date: _Term 2 2025_

Presiding Member of the Board   Review Date: _16/6/25_

Related policies:
- Computer Security and Cyber Security
- Crisis Management
- Digital Technology Use and Safety
- Health and Safety
- Staff Discipline
- Social Media

Hauraki Primary School

Generative Artificial Intelligence (AI) Student Use Policy

What is Artificial Intelligence (AI)?

AI is smart computer technology that can support your learning, spark creativity, and help you explore new ideas. It can offer feedback, answer questions, or assist with schoolwork. But remember, AI is not a person, and it can sometimes get things wrong.

Who Is This Policy For?

This policy is for **all students and their parents, caregivers and whanau**. It explains how to use AI at school in a way that reflects **accountability**, **kindness**, and **assertiveness**—knowing when and how to use it responsibly, and when to ask for help.

Why Do We Have This Policy?

This policy helps us use AI in ways that support our well-being and uphold the values of **hauora** (wellbeing), **integrity**, and **respect**. It ensures that AI is used:

- **Safely** – protecting your wellbeing and data
- **Fairly** – promoting equity and access for all
- **Respectfully** – treating others and technology with care
- **To support learning and growth** – encouraging your development and understanding

Protecting Your Privacy

When we use AI we need to protect your privacy:

- Your personal information matters. Any AI tool used must follow the **New Zealand Privacy Act 2020**.
- Your name, schoolwork, and data will be kept safe and not shared without permission.
- If an AI tool collects any information, you and your whānau will be clearly informed about what is collected and why, honouring **integrity** and **understanding**.

Using AI for Learning

AI can support your **learning journey** by:

- Giving helpful feedback on your writing
- Supporting exploration of new topics

- Explaining tricky ideas in a new way
- Helping create stories, images, or projects

Learning About AI

We are committed to helping you:

- Understand how AI works
- Ask questions and share your thoughts about AI use
- Learn to use AI safely, ethically, and with kindness and understanding

When using AI:

When you use AI you must:

- **Use your own thinking**—AI should support, not replace, your ideas
- **Be honest**—don't present AI's work as your own
- **Be respectful**—use AI kindly and fairly
- **Be assertive**—ask your teacher if you're unsure or need guidance

What AI Should Not Be Used For

You cannot use AI to:

- cheat or to avoid doing your own learning
- create anything unkind, disrespectful, or inappropriate
- if it has not been approved by the school

Choosing not to follow these guidelines goes against our values of **accountability**, **respect**, and **integrity.**

How the School Uses AI

Your teacher and the school also use AI tools to help plan lessons, understand learning needs, or manage activities. But remember:

- Teachers, **not AI**, will always make the final decisions about your learning
- AI will never replace the care and wisdom of real people who know you best

Key Reminders

- AI is here to **help**, not replace, your learning
- Your ideas, creativity, and growth are what matter most
- Use AI with **honesty, fairness, respect, and kindness**
- If you're ever unsure, **be assertive** and ask a teacher

Agreement to use AI

Student:

I have read this document and discussed it with my parent/caregiver. I understand and agree to follow the policy to use AI at school.

Student Name: _____ Room: _____ Date: _____

Student Signature: _____

Parent/Caregiver:

I have read this document with my child and understand how AI is used at Hauraki School.

Parent/Caregiver Name: _____ Room: _____

Signature: _____